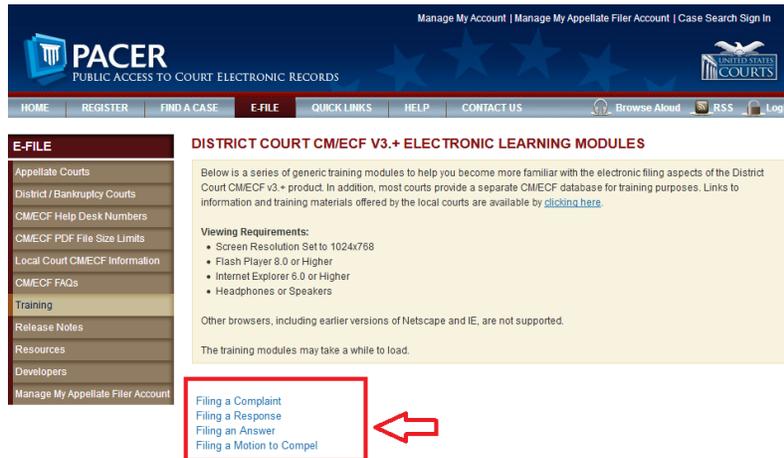


Instructions for Self Represented Parties to Apply for E-filing privileges

1. A self-represented party who wants to e-file must first file a Motion to Participate in Electronic Filing. The motion may be found on the court's website at <http://www.ctd.uscourts.gov/forms/motion-self-represented-litigant-participate-electronic-filing>.
2. If the motion is granted, the self-represented party will be contacted by the Clerk's Office with instructions to complete the PACER training modules. The PACER training modules may be found at <https://www.pacer.gov/ecfcbt/dc3/>.



3. Once the PACER training modules have been completed, please send an email to qualitycontrol@ctd.uscourts.gov indicating that you have completed the PACER training modules.
4. Go to PACER at www.pacer.gov.
5. Register for a new individual upgraded PACER account. See complete instructions for registering for a PACER account at <http://ctd.uscourts.gov/NextGen>.

The screenshot shows the PACER Login page. It features a 'Login' heading and a section for 'Required Information'. There are four input fields: 'Username *', 'Password *', 'Client Code', and 'Court *'. The 'Court *' field is a dropdown menu with the text 'Where would you like to go?'. Below the input fields are two buttons: 'Login' and 'Clear'. At the bottom of the form, there are three links: 'Forgot password?', 'Forgot username?', and 'Need an account?'. The 'Need an account?' link is highlighted with a red box.

6. Once the registration procedure is completed, choose **Manage My Account** at the top of the screen. You may be prompted to enter your login and password again.
7. On the Manage My Account screen, choose the **Maintenance** tab.

Instructions for Self Represented Parties to Apply for E-filing privileges

MANAGE MY ACCOUNT
Welcome, Peter Gabriel Logout

Account Number	7033134
Username	ctdpetergabriel
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Settings **Maintenance** Payments Usage

Change Username	Update PACER Billing Email
Change Password	Set PACER Billing Preferences
Set Security Information	

8. Choose **Non-Attorney E-file Registration**.

MANAGE MY ACCOUNT
Welcome, Peter Gabriel Logout

Account Number	7033134
Username	ctdpetergabriel
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Settings Maintenance **Payments** Usage

Update Personal Information	Attorney Admissions / E-File Regi
Update Address Information	Non-Attorney E-File Registration

Register for e-file privileges at a participating court. Select this option if you are not an attorney, i.e., you are a pro se filer, court reporter, interested party, or a filing agent.

9. On the next screen, complete the **Court Type** (U.S. District Courts), **Court** (Connecticut District), and **Role in Court** (party) and verify your address information.

Filer Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

* Required Information

Court Type * U.S. District Courts

Court * Connecticut District Court

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

Please visit our website at: <http://ctd.uscourts.gov/cmecf-notice-instructions-0>

Role in Court * Party

10. On the same screen, complete the **Additional Filer Information** section and add the case number(s) in which you have been approved for e-filing.

Instructions for Self Represented Parties to Apply for E-filing privileges

Additional Filer Information

Other Names Used

Most Recent Case (in court where you are registering)

11. On the same screen, complete the **Delivery Method and Formatting** section indicating the email frequency and email format.

Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email *

Confirm Primary Email *

Email Frequency *

Email Format *

12. When all the screens above are complete, select **Next**.

13. On the next screen you will be able to verify credit card information if a credit card was previously entered. You may also update your credit card information or add additional credit cards. **NOTE: no credit card is required to e-file documents in your case.**

14. On the next screen you will be required to acknowledge and agree to the terms of your registration and to acknowledge that you have read and agree to the local requirements for the court in which you are registering. Click on both boxes then select **Submit**.

E-Filing Terms of Use

NON-ATTORNEY E-FILING TERMS AND CONDITIONS

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed my signature on a paper document being filed or submitted.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court(s) where I have filing privileges. I understand that a non-attorney's filing privileges may be limited to specified transactions, depending on the court.
- I must pay any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my judiciary e-filing account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following personal data identifiers from all documents filed with the court(s) whether filed electronically or in paper, unless otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used); birth dates (year of birth may be used); minors' names (initials may be used); and financial account numbers (the last four digits may be used, except redaction does not apply to financial account numbers identifying property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court, are solely responsible

[Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions](#)

Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *

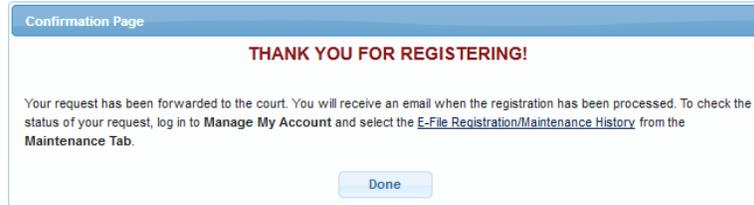
Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

15. You will receive a message indicating that your request for e-filing has been forwarded to the court.

Instructions for Self Represented Parties to Apply for E-filing privileges



16. When the Clerk's Office receives and approves your request, you will receive an email indicating that your request has been processed. You will now use your PACER account to both e-file documents and view your docket sheet/documents.